



Request for Proposals

for Financial Accounting System (FinSys)

Issued by:

Resource Productivity and Recovery Authority

July 22, 2019

Expression of Interest Deadline:

12:00 p.m. (EST) on Tuesday, August 6, 2019

Response Deadline:

3:00 p.m. (EST) on Monday, August 12, 2019

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1.0 Introduction

The Resource Productivity and Recovery Authority (the Authority or RPRA) is seeking qualified Vendors to provide proposals for a Financial Accounting System (FinSys).

2.0 Background

The Authority is a regulatory authority overseen by the Ontario Ministry of the Environment, Conservation and Parks. The Authority is mandated to administer the requirements of the [Resource Recovery and Circular Economy Act, 2016](#) (RRCEA) and the [Waste Diversion Transition Act, 2016](#) (WDTA), and their associated regulations.

Under the WDTA, the Authority oversees waste diversion programs and their eventual wind up. Under the RRCEA, the Authority enforces individual producer responsibility (IPR) requirements for managing waste associated with products and packaging.

The Authority's website – www.rpra.ca – is a source of additional information.

The Authority has engaged ProcurePro Consulting, a boutique consulting firm, specializing in the sourcing and contracting process, to manage the RFP process and communication on their behalf. They have signed a Non-Disclosure Agreement with the Authority to cover this engagement. The Authority retains all decision-making authority and ownership of the contracted arrangement with the successful bidder, if any.

3.0 Project Objective

The Authority is seeking qualified Vendors to provide a SaaS or Cloud hosted accounting system solution. The solution must allow for robust yet simple financial reporting, a flexible GL and strong project accounting.

The Authority is seeking a Vendor that is focused on mid-size companies, has experience in the public or not-for-profit sector and can scale, roadmap and grow alongside the organization.

There is associated confidential information (e.g. technical background for RPRA, user scenarios, etc.) related to this RFP that will be made available following the execution and return of the Non-Disclosure Agreement included in this package. The NDA must be returned to the contact(s) identified in section 5.1 of this document.

4.0 Expected Deliverables

Vendors will adhere to all guidelines, timelines and requests specified in this RFP. Deliverables include but are not limited to:

- financial software licenses for approximately ten users
- maintenance and support, as may be required
- technical implementation services, including configuration, facilitating user acceptance testing, corrective actions, onsite and remote training, data migration and integration with target RPRA systems, which currently includes Salesforce Service Cloud
- post implementation support of no less than ninety days

5.0 General Instructions to Proponents

5.1 General Invitation to Submit Proposals

The Authority is seeking proposals for a Financial Accounting System (FinSys). Proposals specifically marked “Financial Accounting System (FinSys) RFP” shall be submitted electronically to Susan Mercer-Tumilty, the designated ProcurePro Consultant for this initiative. Direct all inquiries related to this RFP to Susan and cc the Authority. Contact information is as follows:

Susan Mercer-Tumilty
procurement@procurepro.ca
416-317-5942 or 416-505-8698

The Authority
cc:procurement@rpra.ca

Vendors who circumvent the outlined communications process may be eliminated from the RFP process.

Proposals will be accepted no later than **3:00 p.m. EST on Monday, August 12, 2019**. Late proposals will not be accepted.

All proposal amounts shall be indicated in words and figures and shall include applicable taxes and any other associated costs the successful Vendor(s) will require.

5.2 Complete Proposals

The requirements that each proponent must follow and include in its proposal submission are summarized in this document. The Authority reserves the right to determine, in its sole and unfettered discretion, whether any proposal meets the mandatory requirements. Proposals shall address all the requirements as outlined in this RFP in addition to any perceived or anticipated requirements determined by the Vendor.

Please note that any documents embedded within this RFP have also been provided as separate attachments within zipped folder titled ***RFP Schedules and Attachments*** for your reference.

5.3 Negotiation

RPRA reserves the right to negotiate with any or all Vendors, including those Vendors that have submitted a proposal that does not fully comply, either in material or non-material ways, with the RFP requirements.

5.4 Request for Information

Each Vendor is solely responsible for ensuring that it has all information necessary to prepare its proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect this proposal. All inquiries related to the RFP shall be directed to the contact(s) listed in section 5.1.

Vendors are given a specific timeline during the overall process for submitting questions regarding the RFP content and requirements. Vendors must complete the attached spreadsheet (**VendorQuestionnaireTemplate.xls**) with any questions they have and submit the document by the deadline outlined in section 7.1.



VendorQuestionnaire
Template.xlsx

5.5 Acceptance of Proposals

RPRA reserves the right to reject any or all proposals or to accept the proposal deemed most favourable to RPRA. All proposals must include a statement of authorization to submit a proposal signed by a principal of the Vendor.

Following the evaluation of the submitted proposals, RPRA will consider entering into negotiations for a contract with a prospective Vendor(s) it believes best meets the needs and expectations and offers the best overall content and value. The solicitation of proposals does not in any way commit RPRA to accept any proposal or to commence negotiations with any Vendor.

6.0 Proposal Requirements

6.1 Declaration of No Conflict of Interest

The Vendor must declare any real, potential or apparent conflict of interest related to working on this project in their submission.

6.2 Executive Summary

The Vendor shall provide an executive summary with its proposal in addition to the minimum requirements/expectations as outlined in section 6.3. The executive summary shall briefly summarize the key aspects of the proposal and the primary contact person for the prospective Vendor.

6.3 RFP Submissions

Submit an electronic copy of your proposal to the contact(s) as indicated in section 5.1. All responses must be received on or before **3:00 p.m. EST on Monday, August 12, 2019.**

Complete all schedules, or areas within the schedules, as indicated in the instructions. Failure to comply may result in your elimination.

If additional material is required for one or more questions, label your attachments by referencing the section and question(s) in your response. Your response to this RFP will serve as the basis for the consideration of your potential selection as the successful solution provider.

Required schedules:

- Schedule 1 – Vendor Overview
- Schedule 2 – Financial System Requirements

- Schedule 3 – Implementation Plan
- Schedule 4 – Pricing
- Schedule 5 – Legal Terms & Conditions

Vendors will not receive the associated confidential information related to the RFP until the signed Non-Disclosure Agreement has been received by the contact(s) listed in section 5.1, at which point the associated confidential information (e.g. technical background for RPRA, user scenarios, etc.) will be emailed directly to the Vendor. See section 7.2 (Confidentiality of Information) for a copy of the Non-Disclosure Agreement.

7.0 Request for Proposal Process

7.1 General Information

The submission of a proposal does not constitute a legally binding agreement between RPRA and any Vendor. It is part of an overall selection process intended to enable RPRA to identify a potential successful Vendor for the provision of services described herein. The goal of this RFP process is to identify those Vendors that offer the most appropriate financial software solution and who demonstrate the ability to provide and implement the functions, objectives and deliverables of the project as outlined.

At the sole discretion of RPRA, the intent is to enter into a contract between the successful Vendor and RPRA. RPRA is not bound to negotiate with the lowest cost or any Vendor and may discontinue the RFP process and/or cancel the initiatives as outlined prior to the execution of a contract.

7.2 Proposed Schedule & Submittal Information

Milestone	Scheduled Date	Time
Non-Disclosure Agreement	Monday, July 22, 2019	NDA is available within this document
Release of RFP	Monday, July 22, 2019	9:00 a.m. EST
Release of Confidential Information	Upon receipt of Signed NDA	
Deadline for Vendors to submit questions	Monday, July 29, 2019	No later than 12:00 p.m. EST
RPRA responds to questions	Thursday, August 1, 2019	No later than 12:00 p.m. EST
Expression of Interest due	Tuesday, August 6, 2019	No later than 12:00 p.m. EST
Proposals due	Monday, August 12, 2019	No later than 3:00 p.m. EST
Notification to vendors of down select & presentation date	Friday, August 23, 2019	No later than 5:00 p.m. EST
Presentation dates*	Tuesday, September 3 to Thursday, September 5, 2019	9:00 a.m. to Noon or 1:00 p.m. to 4:00 p.m.
Final Vendor selection & notification	Approximately the end of September 2019	

*Vendors must be available for all the presentation dates outlined in the above chart as these dates are firm and RPRA is not able to accommodate any changes to the schedule.

RPRA reserves the right to modify the schedule as circumstances may warrant.

Other Information

Confidentiality of Information

RPRA will require the participating Vendor(s) to enter into a confidentiality agreement (Non-Disclosure Agreement) with RPRA that protects all information provided to the Vendor(s) by RPRA or by any party contracted by the Vendor(s) in order to complete this project. The NDA (*RPRA-Non-DisclosureAgreement.docx*) must be signed and emailed back to the contact(s) listed in section 5.1 before the associated confidential information will be issued.



RPRA_Mutual_NDA.docx

Project Implementation Schedule and Charge for Late Delivery

RPRA requires the solution be implemented and completed no later than a date to be mutually agreed to between the parties and consistent with Schedule 3.0, the implementation schedule. If the Vendor fails to complete the project by the agreed implementation schedule, the implementation fees for the project will be reduced by 10% unless otherwise agreed to by the parties.

8.0 Duration of Offer

Proposals will be accepted up until **3:00 p.m. EST on Monday, August 12, 2019**. Late proposals will not be considered. RPRA also reserves the right to extend the RFP deadline.

9.0 Evaluation Criteria

9.1 Submission Evaluation

The evaluation process to determine the successful Vendor(s) will involve both qualitative and quantitative elements. As a general framework, all proposals presented by Vendors will be evaluated in the context of the overall value that it brings to the initiative. While cost is a significant part of the evaluation criteria, it will not be the sole determinant. Proposals will be reviewed and ranked on the following criteria and scored out of a 100-point total as follows:

Ranking Criteria	Percentage
Vendor Overview	10%
Financial System Requirements	35%
Implementation Plan	25%
Total Cost	20%
Legal Terms & Conditions	10%

RPRA reaffirms its right to make any selection it deems prudent and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

RPRA reserves the right to:

- not award a contract as a result of this RFP;
- award contracts to one or more Vendors;
- modify the tasks based on negotiation with Vendors and/or reduce scope based on proposed costs;
- award a contract to the same Vendor(s) for multiple years.

10.0 Clarifications/Interpretations

Each prospective Vendor shall be responsible for conducting its own due diligence on the data and information upon which their proposal is based and for gathering all information necessary to perform their obligations under the RFP.

Information referenced in this RFP, or otherwise made available by RPRA as part of this RFP, is provided for the convenience of the prospective Vendor only and RPRA does not warrant the accuracy or completeness of this information. Prospective Vendors that find discrepancies or omissions in the information provided, or that have questions as to the meaning or intent of various aspects of the project, shall at once notify the contact(s) listed in section 5.1, who will, if necessary, send written instructions, clarifications or explanations to all prospective Vendors that have responded to this RFP.

10.1 Project Billings and Budget

Based on scope of work contained within the submitted proposal, the successful Vendor(s) will be expected to submit a detailed breakdown of all fees relative to the specific project components, as well as related expenses, including expenditures for services, production, creative concept development, communication with client and any other costs. A tally of all costs will be provided as a total lump sum fee.

Vendors may propose to invoice on a milestone or quarterly basis. In any case, Vendors must include a final lump sum payment to be invoiced to RPRA upon successful completion of the project, including go-live and completion of post-implementation support. Regardless of the method used, invoices must clearly identify the costs associated.

11.0 Instructions to Vendors:

Below are the schedules for Vendors to complete:

- Schedule 1.0 – Vendor Overview
- Schedule 2.0 – Financial System Requirements
- Schedule 3.0 – Implementation Plan
- Schedule 4.0 – Pricing
- Schedule 5.0 – Legal Terms & Conditions

Vendors must complete schedules in their entirety and attach to their final submission; however, Vendors should take note of and only complete the fields available to them in the schedules. The schedule names must remain the same and the formatting of each document should not be altered in any way. Failure to adhere to the instructions may result in elimination from the RFP process.

If attaching additional documentation to your RFP proposal (e.g. implementation plan), ensure the document is clearly named and references any applicable schedule or question.

Additional Information

Vendors can also expect to receive associated confidential information, including supporting reference documents (e.g. technical background for RPRA, user scenarios, etc.), that will provide further information regarding RPRA. These documents and reports are referenced throughout the requirements as supporting information. These documents will be released upon execution of the NDA.

Schedule 1.0 - Vendor Overview

Complete all questions within Schedule 1 and attach to your final submission. You must also include an executive summary as a separate attachment as part of this schedule, as outlined in section 6.2.



Schedule1.0-Vendor
Overview.xlsx

Schedule 2.0 - Financial System Requirements

Vendors are asked to respond to the requirements using the dropdown options available (Out-of-the-Box, Customization, 3rd Party App, Additional Module, Other, No-Cannot Meet).

Where '3rd Party App' is selected, Vendors should indicate which App and if there are additional costs associated with it. Where 'Additional Module' is selected the Vendor should indicate which module would satisfy the requirement. And finally, where 'Other' is chosen, provide a brief explanation (maximum 100 words) as to how your solution can meet that requirement.

Note there are two tabs within this document: RPRA Specific Requirements and Standard Requirements.



Schedule2.0-Require
ments.xlsx

Schedule 3.0 - Implementation Plan

Respond to the questions around implementation and provide as part of your completed proposal. Based on the information received in the RFP package, provide a high-level implementation plan/schedule. Your plan should include cost, timing, phases and resource allocation (resource role, work breakdown and rate structure) for 2019/2020, assuming an implementation start date of October/November 2019.



Schedule3.0-Implem
entationPlan.xlsx

Schedule 4.0 - Pricing

Provide a fixed fee proposal inclusive of all fees and complete the pricing template. All prices should be in Canadian dollars and a full explanation of all pricing (e.g. what is included, etc.) must also be included.

Should there be additional costs not captured in the template provided, Vendors are asked to include them and provide details.



Schedule4.0-Pricing.xlsx

Schedule 5.0 - Legal Terms & Conditions

See the list of critical legal terms & conditions from RPRA. Indicate within the attachment your willingness to agree/disagree to, or propose new language for, the legal terms and conditions. Where 'Propose New Language' is chosen, provide a brief mock-up of the language you would propose. Include the completed schedule along with your final proposal.

Please note your responses in this schedule will be considered in the overall evaluation process. Please also note the terms and conditions identified in the schedule, and the content of these terms and conditions, reflect only a subset of the rights and obligations that may be included in any contract that RPRA negotiates with a successful Vendor. Completing the schedule does not constitute a legally binding agreement between RPRA and any Vendor.

Also, attach any and all forms of agreement (e.g. SaaS Licencing agreement) that you would expect RPRA to agree too.



Schedule5.0-Legal
TermsandConditions.x

End of Document